

## PUBLIC SAFETY COMMUNICATIONS ADVISORY BOARD



Chief Eric Dunning – Ashwaubenon PubSaf  
Chief Ron Towns – Denmark PD  
Chief David Litton – Green Bay Metro FD  
Chief Kurt Minten – Lawrence FD  
Chief Tom Kajawa – UW-Green Bay PD

Sheriff John Gossage – BC Sheriff  
Chief Jeff Roemer – DP Fire/Rescue  
Chief Tom Molitor – Green Bay PD  
Chief Rich VanBoxtel – Oneida PD  
Chief Perry Kingsbury – Wrightstown PD

Director Tom Madigan – County Rescue  
Chief Derek Beiderwieden – DePere PD  
Chief Randy Bani – Hobart/Lawrence PD  
Chief Randall Dunford – Pulaski PD

The Brown County Public Safety Communications Advisory Board met on July 31, 2013 at 10:00 a.m.

Present: Eric Dunning, John Gossage, Larry Ulmer, Jeff Roemer, Derek Beiderwieden, David Litton, Tom Molitor, Kurt Minten, Rich VanBoxtel, Perry Kingsbury

Also Present: Keith Deneys, Cullen Peltier

### Approval of the Agenda

Agenda has been amended adding “Approval of the Minutes.” Motion made to approve the agenda. Motion seconded. Agenda is approved as amended.

### Approval of the Minutes

Motion made to approve the April 24, 2013 minutes. Motion seconded. Minutes are approved as presented.

### Radio Project Update

Green Bay Police Department has been up since June 17<sup>th</sup>. Brown County Sheriff has been up for two weeks. The programming for Green Bay Fire is complete; have had equipment issues with the base station. DePere was brought up over the weekend and all is well. The audio issues with GBPD squads are frequency migration issues. Getting them aligned; only with existing radios that are being used. In the process of programming Ashwaubenon, when they are up then will combine 2 TTY positions. (Everyone in county will be on the same TTY, except GBPD will have a separate TTY). After that, the remaining law enforcement agencies will come over.

Program and install are 2 different tracts; all installs are ongoing.

The decommission work will lag into 2014 but will have very little effect on other agencies.

The state system is not scheduled to be up until the first quarter of 2014.

Still working on the BDA in the jail and courthouse. Estimated time of delivery is 4-6 weeks.

### Communications Center Update

We are down 4 full time Telecommunication Operators. A new hire will begin August 7<sup>th</sup>. Overtime is down from last year even though we had quite a bit of overtime in July. A few adjustments were made for August to reduce some overtime.

The six new hires will be signed off phones next week and will be on their own.

Shift picks for 2014 will take place tomorrow. A new schedule of 10-hour shifts and 12-hour shifts will be implemented. The new schedule will go into effect January 19, 2014.

#### Phone/CAD Upgrades – Needs Assessment

Distributed Capital Improvement Plan Project Request Form for Computer Aided Dispatch/Phone System Upgrade. An ad hoc committee will be formed to come up with a scope and mission for the needs assessment. Each agency is to provide Cullen with names of personnel to sit on the committee.

#### Priority Dispatch – LE and Fire

Distribute Capital Improvement Plan Project Request Form to Implement EPD and EFD. We are currently using a standardized procedure from Priority Dispatch for EMS. Standardized procedures for EPD and EFD will enable dispatchers to drop the same notes for all agencies.

#### Change Management Process

Distributed Change Management documents. A Change Management process needs to be defined to manage any changes that may affect the whole radio system.

ACTION: Review the Change Management document for discussion at the next meeting. Change requests from any user will have to go through the process, with the exception of life safety issues, where the process can be streamlined to implement, and then come back to the Change Management team for approval.

#### Phone Tree

Discussed the possibility of implementing a phone tree for non-emergency calls. Currently, there is a lot of transferring of phone calls. Cullen discussed with Brown County IS department, calls cannot be automatically transferred; calls can only be transferred internally. Callers would have to hang up and dial again. The goal is to reduce the number of administrative calls in the center. Approximately 30,000 administrative calls are received compared to approximately 5,000 911 calls. Table for the time being.

#### Future Programming/System Key

Baycom holds the system key with a very limited number of child keys. Try to keep the number of system keys to as few as possible. (This will tie back to the Change Management process.)

#### 2014 Budget

We are struggling with the 2014 budget. The levy is only \$4,000 over last year with increased maintenance costs related to the new radio system at \$160,000. One way we are looking at to address is to create an entry level Telecommunication Operator position.

The Assistant Director position was approved last month at the county board, however the position is not yet posted due to budget concerns.

#### Roundtable

Town of Lawrence has a new town hall with a grand opening scheduled for October.

DePere was issued their new portables on Saturday; they work excellent.

Roemer is frustrated over the lack of a written implementation plan for the radio system.

Litton also has concerns with no written document explaining what will happen as agencies switch over. Cullen reported that Baycom has agreed to give PSC a project management schedule.

Deneys is concerned with programming sensitivity. Cullen advised that the radios are programmed in milliseconds; check with Baycom to make adjustments.

Kingsbury questioned why there is an additional charge to program the modem. Cullen informed it was not part of the initial invoice.

Discussed the use of AVL for recommendations. Cullen explained the CAD system is based on jurisdiction for recommendations, not the closest unit.

#### Next Meeting

Next meeting will be Wednesday, October 23<sup>rd</sup>, 10:00 a.m. – PSC Training Room.

#### Adjourn

Motion made to adjourn. Motion seconded. Meeting adjourned at 11:10 a.m.